



## The Department of the Army

### Job Opportunity Announcement

**Vacancy Announcement No.: AIS301359**

**Opening Date: June 12, 2003**

**Closing Date: December 12, 2003**

**Position Title (Pay Plan-Series): ELECTRICAL WORKER (WG-2805) TERM**

**Grade: 08**

**Full Performance Grade: 08**

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**Comments:** THIS IS A DELEGATED EXAMINING ANNOUNCEMENT, OPEN TO ALL US CITIZENS. THIS VACANCY ANNOUNCEMENT IS NOT COVERED UNDER RESUMIX PROCEDURES. IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST FOLLOW THE DIRECTIONS UNDER HOW TO APPLY AND SUBMIT THE PROPER FORMS. DO NOT CLICK ON THE RESUME BUTTON AT THE END OF THIS ANNOUNCEMENT.

YOU MUST SUBMIT A SEPARATE APPLICATION AND ATTACHMENTS FOR EVERY JOB ANNOUNCEMENT YOU ARE APPLYING FOR. PLEASE MAKE SURE YOUR RESUME/APPLICATION CONTAINS THE JOB ANNOUNCEMENT NUMBER AND YOUR SOCIAL SECURITY NUMBER. YOU MUST INCLUDE THE ANNOUNCEMENT NUMBER ON ALL DOCUMENTS SUBMITTED.

A deferred standing inventory of applicants will be established and maintained as a result of this vacancy announcement. Cut off dates established after the initial cut off date for receipt of applications will be based on the date of the activity's written request for certification of applicants. Applications received no later than the date of the activity's written request will be added to the inventory and referred for consideration.

**TENURE: This is a Term position.**

**NOTE:** (1) Career/career conditional employees selected under this announcement will be required to serve a one year trial period in accordance with 5 CFR 316.304(a). (2) Term positions may be extended to a maximum of four years without further competition at the discretion of management. (3) You must follow the procedure stated in the "How to Apply" section to receive consideration under this announcement.

**CONDITIONS OF EMPLOYMENT:**

1. Selectee may be required to wear safety clothing and equipment appropriate for the position.
2. Duties require incumbent to lift moderately heavy to heavy objects (i.e. in excess of 45 lbs.)
3. Employee will be required to pass a pre-employment and subsequent annual physical examinations.
4. Incumbent must have or be able to obtain and maintain the appropriate security clearance.
5. Travel while on duty will be required approximately 5 percent of the time.

PLEASE SEE THE DUTIES SECTION FOR PHYSICAL EFFORT AND WORKING CONDITIONS.

IN ADDITION TO ANSWERING THE QUALIFICATIONS STATEMENTS, APPLICANTS MUST COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE FOR ELECTRICAL POSITIONS IN THE "HOW TO APPLY" SECTION OF THIS VACANCY ANNOUNCEMENT. FAILURE TO COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE ATTACHED TO THIS ANNOUNCEMENT WILL RESULT IN AN INELIGIBLE RATING.

**FILING DEADLINE: All applications received by the initial cutoff date of June 26, 2003, will receive consideration first.** Applications received after this date will be considered for the next request to fill a vacancy, and continuing until the final closing date of December 12, 2003. ALL APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Term Appointment Not to Exceed 1 year and 1 day.

Initial cut off date 26 June 2003.

Number of vacancies to be filled by this announcement : Nine (9).

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Salary: \$15.15 - \$17.69 Per Hour

Region: Northeast

Organization: Directorate of Systems Integration, Various Divisions

Duty Station: Tobyhanna Army Depot, Tobyhanna, PA

Area of Consideration: Opened to all applicants with or without Civil Service Status.

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Duties: Installs and test a variety of electrical lines and circuits to components, devices, and fixtures in military shelters and vans, e.g., distribution boxes, monitoring panels, time and temperature relays, pressure and motor switches, lighting, fans, receptacles, etc. Installs wire mold, raceways and/or conduits and fitting,; replaces or installs wires by pulling wire through wire mold or conduit and connecting to electric fixtures or components, etc. Disassembles, repairs, troubleshoots, and/or replaces wire mold, wires, and electrical components and devices. Builds or fabricates and wires phase meter boxes, power distribution boxes, and other meter boxes, as needed. Performs disassembly and assembly work in a number of shelters and vans. Disassembly work includes removing various types of radio equipment, teletype equipment, etc., from racks; unscrewing, removing and tagging the racks; removing raceways, lights, and/or cable if required; replacing rusted bolts; preparing inside shelter for painting by taping and masking areas identified for painting; removing rotted wire, etc. Assembly work involves installing lights; replacing nuts and bolts; installing equipment racks; etc. Participates as a member of a team in the repair and installation of equipment both in-house and on TDY assignments.

**PHYSICAL EFFORT:**

Work involves frequent standing, stooping, climbing, bending and kneeling, and occasionally in cramped and awkward positions within shelters and vans. Required to lift and handle objects weighing up to 40 pounds; often lifts and moves heavier objects with the assistance of other

workers, lifting devices, and aids such as movable tables and jacks. Required to use ladders in the performance of duties.

**WORKING CONDITIONS:**

Work is usually performed inside well lighted, adequately heated and ventilated areas. Occasionally works outside in inclement weather and when on TDY assignments. Subject to cuts, bruises, scrapes, sprains, and strains from handling tools and installing equipment. Subject to burns from hot components, soldering, and electrical shock. Required to wear safety clothing and equipment appropriate for the position. Work in vans/shelters may be dusty.

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Qualification Requirements: Applicants will be evaluated on their ability to perform the duties of an Electrical Worker rather than length of experience. Eligibility will be determined by the relevance, scope and quality of all experience and training, regardless of where or how acquired. Applicants will be ranked and rated based on their knowledge of the following identified job elements:

KSA 1. ABILITY TO DO THE WORK OF AN ELECTRICAL WORKER WITHOUT MORE THAN NORMAL SUPERVISION.

KSA 2. KNOWLEDGE OF ELECTRICAL EQUIPMENT. (Describe your experience and knowledge pertaining to the installation of electrical equipment and wiring.)

KSA 3. ABILITY TO USE ELECTRICAL DRAWINGS, SCHEMATICS AND BLUEPRINTS.

KSA 4. ABILITY TO USE AND MAINTAIN HAND TOOLS (USED IN ELECTRICAL WORK).

KSA 5. TROUBLESHOOTING (ELECTRICAL).

Please address the KSAs above by filling out the Supplemental Questionnaire for Electrical positions below.

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Selective Placement Factors/Knowledge Skills and Abilities (KSA's): None required.

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**Standard/Other Requirements/ Instructions on How to Apply:**

1. Failure to provide all of the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating.
2. This position is nonsensitive and requires a personnel security investigation on a post-appointment basis only.
3. Temporary Duty (TDY) is required.
4. Permanent change of station (PCS) funds will not be authorized.
5. Selection for this position is contingent upon proof of U.S. citizenship.
6. Direct Deposit is REQUIRED : As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.
7. Application/Resume deadline: Application/Resume must be received by the Closing Date of the Vacancy Announcement.

8. Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

#### **HOW TO APPLY:**

**Submit the following documents to the address listed under Where To Submit Package:**

**1. OF612, Optional Application for Federal Employment (this form can be found at [www.opm.gov/forms/word/of612.doc](http://www.opm.gov/forms/word/of612.doc), or a Resume.** The resume may be typed or legibly handwritten and must contain, at a minimum: Announcement Number; Name; Address; Social Security Number; Position Title and Grade of the job you are applying for; your paid/unpaid work experience including job title, duties and accomplishments, employers name and address, supervisors name and phone number, starting and ending dates (Month and Year), hours worked per week and grade/salary; education.

**2. College Transcripts (if applicable).**

**3. Your response to the specific job elements as described under Qualifications.**

**4. Applicants claiming veterans' preference must CLEARLY do so in their resume/application.** Applicants claiming 5-point preference must include specific, detailed information in their resume/application which supports their claim for veterans' preference, e.g., actual dates of service, type of duty (active, reservist), campaign badges or medals awarded, rank at time of retirement, etc. If information needed to verify entitlement to veterans preference is not provided in the resume/application, preference will be denied. Applicants claiming 10-point preference MUST submit a DD Form 214 AND supporting documentation, e.g., Letter from VA dated within one year. Failure to submit supporting documentation will result in loss of consideration for 10-point preference. If veterans preference is awarded and the applicant selected, a DD Form 214 (Member-4 copy) is required at the time of appointment to verify preference. Failure to provide the DD Form 214 at the time of appointment will result in the offer of employment being withdrawn.

#### **NOTE FOR MILITARY SPOUSES:**

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified candidates referred for the position and are within reach for selection. Spouse preference eligibles must provide a copy of sponsors Permanent Change of Station (PCS) orders AND clearly state in their resume that they are requesting Military Spouse Preference in order to be considered for this preference.

**SPECIAL PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP).** If you are a displaced Federal employee (Non-DOD), you may be entitled to receive special priority consideration under ICTAP.

If you are a displaced Department of Defense (DOD) employee, DOD has established other programs such as the Priority Placement Program (PPP), and Reemployment Priority List (RPL) for DODs displaced employees. If you have questions, contact your appropriate Civilian Assistance and Reemployment Program (CARE) office. For ICTAP,

(NOTE: Eligibility expires (a) one year after separation; (b) one year after an agency certifies that an employees compensation (OWCP) has been terminated and the individual can not be placed at the agency; (c) one year after an employees disability annuity has been terminated or after being notified that his/her annuity will be terminated; (d) when an employee accepts a position without time limitations; (e) when an employee no longer meets eligibility requirements; or (f) within a specific agency, upon declination of offer to that employee by that agency.)

To receive consideration, you must:

1. Be a current or former career or career-conditional (Tenure group I or II) competitive service employee who has been displaced.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record that is fully successful or better. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. Have your application received (unless otherwise specified by the announcement) by the closing date and meet all of the application criteria (e.g., submit all required documentation, etc).
6. Submit a copy of the appropriate documentation with your application package, such as a RIF separation notice, a letter from OPM or your agency documenting your priority consideration rights.
7. Be rated well-qualified. A well qualified employee is defined as meeting all of the minimum qualification standards and eligibility requirements as well as possessing knowledge, skills and abilities that clearly exceed the minimum qualification requirements for the position. To be rated well qualified, ICTAP applicants must attain an eligibility rating on this case examination of 80 points or higher, not including points for veterans preference.

NOTE: If you wish to be considered through this program, please mark (ICTAP) clearly on your application.

**Where to Submit Package:**

Please send all required application materials to:  
Northeast CPOC  
314 Johnson Street  
Attention: DEU  
Aberdeen Proving Ground, MD 21005-5283

**You may fax your complete application package to 410-306-1284 or DSN 458-1284, ATTN: DEU.**

**You may call 410 306-0031 to inquire about announcements/applications.**

NOTE: In order to receive consideration, your application must contain all of the applicable information/documents listed under How To Apply. Applications received through the use of postage paid government envelopes are in violation of 18 USC 1719 and will not be considered.

## **SUPPLEMENTAL APPLICATION FOR ELECTRICAL POSITIONS**

**YOU MUST COMPLETE AND SUBMIT THIS SUPPLEMENTAL FORM WITH YOUR APPLICATION.**

**FAILURE TO COMPLETE THIS QUESTIONNAIRE OR PROVIDE ALL OF THE INFORMATION REQUESTED ON EACH ELEMENT MAY AFFECT YOUR OVERALL RATING or RESULT IN AN INELIGIBLE RATING.**

### **INSTRUCTIONS - PLEASE READ CAREFULLY**

The information requested below is needed to rate your application. Fill out these pages completely and accurately reflecting your own skills and knowledges as cited on your application for Federal employment.. As requested below, show your experience in the electrical trade. Please include all relevant education and on-the-job training, as well as private industry, military, other Federal experience. All information provided below must be substantiated on your application for Federal Employment. You must provide specific examples of work performed in order to receive full credit. Your Social Security Number is used to identify this form with your basic application for Federal employment. (If more space is required for any portion of this Supplemental Application, ATTACH ADDITIONAL SHEETS).

NAME (Last, First, Middle):

Date of Birth:

Social Security No.:

Announcement Number:

### **ELEMENT I ABILITY TO DO THE WORK OF AN ELECTRICAL WORKER**

Check the one description below that BEST describes your experience with electrical work:

\_\_\_\_\_ I able to repair and replace relays, wiring, circuit breakers and complete load center and filters. I can INDEPENDENTLY plan, lay-out and install a complete distribution, wire way, gutter conduit or cable tray system in accordance with industry standards. I am able to build or fabricate wires phase meter boxes, power distribution boxes and other meter boxes. I am able to remove, replace, tighten, splice, solder and insulate defective wiring, controls and equipment

\_\_\_\_\_ I am able to repair and replace relays, fuses, wiring, circuit breakers, outlets and regulators. With minimal supervision, I am able to complete distribution of electrical power from service entrance to electrical outlets and can use general principles of electricity to perform tasks such as ground fault circuit interruption. I am able to remove, replace, tighten, and splice defective wiring.

\_\_\_\_\_ I am able to follow simple circuit diagrams as used in installing or replacing simple switches and bend and fit conduit. I am able to replace defective wiring.

**ELEMENT II KNOWLEDGE OF ELECTRICAL EQUIPMENT.** (Describe your experience/knowledge pertaining to the installation of electrical equipment and wiring). Check each item below that reflects your experience and training as it applies to the above Element. Please provide SPECIFIC EXAMPLES of work performed, periods of employment or training (month/year), and indicate where experience/training was gained. You MUST provide examples of the work performed in order to receive proper credit. This information must be substantiated on your application for Federal Employment/Resume.

\_\_\_\_\_ I am able to work independently (and/or provide instruction to others) on various types of equipment such as AC/DC distribution panels, circuit breakers, conduit, wiring and switches,

using a variety of testing devices such as test lamps, ampmeters, voltmeters and meggars. I am also able to interpret wiring diagrams, written and oral instructions to accomplish duties.

Employment/Training:

Examples of electrical repairs:

\_\_\_\_ I am able to work on various types of equipment such as circuit breakers, conduit, wiring, busses and switches by following work orders, oral instructions, or diagrams and using common testing devices such as a voltmeter.

Employment/Training:

Examples of electrical repairs.

\_\_\_\_ I am able to lay-out and pull wiring, install electrical switches, plates, conduit, etc. in accordance with specifications or drawings.

Employment/Training:

Examples of electrical repairs:

\_\_\_\_ I am able to do simple repairs such as pulling and laying out wiring in accordance with drawings and specifications.

## **EQUIPMENT**

Check the equipment specified below that pertains to your experience and knowledge in the electrical trade. You MUST provide SPECIFIC EXAMPLES of work performed, including where experience/training was gained.

\_\_\_\_ Distribution boxes

Examples:

\_\_\_\_ Monitoring panels

Examples:

\_\_\_\_ Time Relays

Examples:

\_\_\_\_ Temperature relays

Examples

\_\_\_\_ Pressure Switches

Examples:

\_\_\_\_ Motor Switches

Examples:

\_\_\_\_\_ Lighting  
Examples:

\_\_\_\_\_ Fans  
Examples:

\_\_\_\_\_ Receptacles  
Examples:

\_\_\_\_\_ Wires phase meter boxes  
Examples:

\_\_\_\_\_ Power distribution boxes  
Examples:

**ELEMENT III ABILITY TO USE ELECTRICAL DRAWINGS** (Blueprints and wiring diagrams).  
Check the statement(s) below that describes your experience and training as it applies to the above Element. Please provide SPECIFIC EXAMPLES of work performed or drawings used, periods of employment or training (month/year), and indicate where experience/training was gained. Failure to provide specific information may result in a lower rating. This information must be substantiated on your application for Federal Employment/Resume.

\_\_\_\_\_ I am able to independently follow complex circuit diagrams, blueprints, schematics or drawings of electrical systems and equipment in order to repair circuit breakers, switch box relays and install new circuits.  
Name of Employer/Training:  
Dates:  
Work Examples/Types of Equipment (PLEASE BE SPECIFIC):

\_\_\_\_\_ I am able to independently follow standard circuit diagrams, drawings, schematics or work orders to repair receptacles, light switches, relays, switch boxes, etc.  
Name of Employer/Training:  
Dates:  
Work Examples/Type of Equipment (PLEASE BE SPECIFIC):

\_\_\_\_\_ I am able to read and follow wiring diagrams and work orders to replace parts or make minor electrical repairs.  
Name of Employer/Training:  
Dates:  
Work Examples/Type of Equipment (PLEASE BE SPECIFIC):

\_\_\_\_\_ I am able to follow circuit and/or shop drawings to lay-out wiring, conduit, etc.

Name of Employer/Training:

Dates:

Work Examples (PLEASE BE SPECIFIC):

#### **ELEMENT IV- ABILITY TO USE AND MAINTAIN HAND TOOLS (ELECTRICAL WORK).**

First, check each tool or equipment listed below that reflects your experience and training. Second, select Statement Number(s) (1-6) which best describe your experience with that tool (use as many as necessary). Lastly, you MUST provide SPECIFIC EXAMPLES of work performed, including where experience/training was gained. You MUST provide examples of the work performed using these tools/equipment in order to receive proper credit. This information must be substantiated on your application for Federal Employment/Resume.

1. Do routine jobs where tolerance and neatness are not factors.
2. Select and use tools on own responsibility.
3. Do jobs where neatness and accuracy are factors, such as ducts, tracts, small brackets, etc. GIVE EXAMPLES.
4. Work on close tolerance parts. GIVE EXAMPLES
5. Work on delicate parts or miniaturized equipment. GIVE EXAMPLES
6. Provided instruction and safety guidance to others on this equipment. GIVE EXAMPLES

\_\_\_\_\_ MEGOMETERS

Statement Number(s):

Examples:

\_\_\_\_\_ DIGITAL MULTIMETERS

Statement Number(s):

Examples:

\_\_\_\_\_ DRILLS

Statement Number(s):

Examples:

\_\_\_\_\_ CONDUIT BENDERS

Statement Number(s):

Examples:

\_\_\_\_\_ SOLDERING IRONS

Statement Number(s):

Examples:

\_\_\_\_\_ THREADERS

Statement Number(s):

Examples:

\_\_\_\_\_LINEMAN PLIERS

Statement Number(s):

Examples:

\_\_\_\_\_STRIPPERS

Statement Number(s):

Examples:

\_\_\_\_\_WIRECUTTERS

Statement Number(s):

Examples:

\_\_\_\_\_CABLE CUTTERS

Statement Number(s):

Examples:

\_\_\_\_\_SCREWDRIVERS

Statement Number(s):

Examples:

\_\_\_\_\_PLIERS

Statement Number(s):

Examples:

\_\_\_\_\_WRENCHES

Statement Number(s):

Examples:

\_\_\_\_\_MEGGARS

Statement Number(s):

Examples:

\_\_\_\_\_TEST LAMPS

Statement Number(s):

Examples:

\_\_\_\_\_AMMETERS

Statement Number(s):

Examples:

\_\_\_\_\_VOLTMETER

Statement Number(s):

Examples:

\_\_\_\_ OTHER EQUIPMENT/TOOLS (NOT LISTED ABOVE):

Statement Number(s):

List and give examples of work:

### **ELEMENT V TROUBLESHOOTING (ELECTRICAL)**

Check each statement that most closely matches your ability to troubleshoot electrical systems. Please state where experience was gained (employer, training, etc.) and PROVIDE SPECIFIC EXAMPLES- include equipment, techniques, duties, etc.) You MUST provide specific examples of the work performed using these tools/equipment in order to receive credit

\_\_\_\_ I am able to independently diagnose trouble and determine solutions for electrical system circuits which

require complete knowledge of all electrical units and systems. I use a variety of test equipment (ampmeters, meggers, voltmeters, etc.), repair equipment (threaders, soldering irons, conduit benders etc.) drawings or schematics. I am able to measure, bend and cut wire and conduit to specifications.

Employer(s)/Training:

Examples (equipment, techniques, duties, etc.):

\_\_\_\_ I am able to independently troubleshoot and resolve circuitry problems by locating worn, damaged or poorly operating wiring, fixtures, controls and equipment by visual check or with various instruments

meggers, voltmeters, test lamps, ammeters, etc. I am able to tighten connections, wrap exposed wire and solder loose wire leads.

Employer(s)/Training:

Examples:

\_\_\_\_ I am able to diagnose problems with simple instruments such as meggers, voltmeters, test lamps

or ammeters with some supervision.

Employer(s)/Training:

Examples:

\_\_\_\_ I am able to use make visual inspection/observation to detect trouble and replace minor components

(such as broken wire or blown fuse).

Employer(s)/Training:

Examples:

**ATTENTION: THIS STATEMENT MUST BE SIGNED**

A false answer to any questions on this Supplemental Application may be grounds for not employing you or for dismissing you after you begin work. All statements are subject to corroboration on your application for Federal employment and security investigation.

I certify that all statements made in this Supplemental Application are true, complete and correct to the best of my knowledge and belief and are made in good faith.

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**Signature (sign in ink) and Date**

If you would like to be considered, then you are required to submit all necessary materials applicable to this vacancy announcement.

**THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.